



Zoning Petition Specific Use Permits

All zoning petitions must be in electronic form in PDF format and emailed to submittal@plano.gov.

1 Site Information

Subdivision Name, Block(s), and Lot Number(s): _____

Address or General Location: _____

Gross Acreage of Site *(to the nearest tenth acre)*: _____

2 Specific Use Permit (SUP) Information

Current Zoning District: _____

Proposed Land Use: _____

3 Supplementary Items Required (check the appropriate boxes to indicate items submitted with petition)

- ☐ Zoning Fee
- ☐ Current Tax Certificate *(PDF - showing no overdue taxes owed)*
- ☐ Pre-Application Meeting Notes *(PDF)*
- ☐ Legal Description – one of the following:
 - ☐ Subdivision Name, Block, Lot Number and Recording Information *(if a platted lot)*
 - ☐ Metes & Bounds *(if not platted or zoning boundary does not match platted lot lines)*
- ☐ Proposed SUP Restrictions *(Microsoft Word format)*
- ☐ Concept Plan, Preliminary Site Plan, or Site Plan *(to be submitted separately)*
- ☐ Floor Plan *(for suites in a multi-tenant building)*
- ☐ Traffic Study *(refer to pre-application meeting notes for type of study required)*

4 Acknowledgments

By signing the zoning petition, the property owner(s) and project representatives acknowledge the following:

- ☐ I acknowledge that approval of the zoning case shall not imply approval of any associated study, plat, or plan; approval of development standards shown thereon; or the initiation of the development process. Planning & Zoning Commission (P&Z) and/or City Council action on studies, plats, or plans relating to development of this property shall be considered separate from action taken on this zoning case.
- ☐ I acknowledge that notification fees will be charged separately and must be paid before my petition will be scheduled for a public hearing at P&Z. No refunds will be issued for withdrawing the application after the notices have been mailed.
- ☐ I acknowledge that zoning signage must be posted in accordance with this petition and a [Zoning Sign Posting Affidavit](#) must be provided to the City of Plano before my petition will be scheduled for a public hearing with (P&Z).
- ☐ I acknowledge that zoning signage must be maintained in accordance with this petition and a [Zoning Sign Maintenance Affidavit](#) must be provided to the City of Plano before my petition will be scheduled for a public hearing with City Council.

5 Petitioner/Property Owner Information

Name	Company Name		
Street Address	City	State	ZIP
Phone	Email		

6 Petitioner/Property Owner Authorization

Project Representation (check one):

- ☐ I will represent the petition myself as the property owner; OR
- ☐ I, as the property owner, hereby designate the person in Section 7 of this form to act in the capacity of my designated agent and project representative for submittal, processing, representation, and/or presentation of this petition. The designated project representative shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this petition; OR
- ☐ I will represent the petition with authority to act on behalf of the property agent through power of attorney or other legal agreement.

Petitioner's Signature _____

Date* _____

STATE OF: _____

COUNTY OF: _____

**Signatures dated more than six months prior to application date will not be accepted.*

BEFORE ME, a Notary Public, on this day personally appeared, _____
(*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application and that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20 _____

NOTARY PUBLIC in and for the State of _____

7 Project Representative Information (complete if the project representative is different from the owner)

Name	Company		
Street Address	City	State	ZIP
Phone	Email		

8 Signage Requirements

The following is a list of requirements for signage associated with zoning petitions. A completed checklist must be submitted with each zoning petition.

SIGN POSTING STANDARDS

Zoning signage must comply with the following standards:

- Prior to the city publishing and mailing public hearing notices for the zoning petition, the petitioner must furnish an affidavit, including date-stamped photographs of each side of the posted sign(s), certifying that the required signs were posted on the subject property on or before the 28th day prior to the scheduled P&Z meeting.
- Failure to post signs at least 28 days prior to the P&Z public hearing will result in the postponement of the zoning petition and delay of notices.
- In addition to the signs described on Page 4 of this petition, for zoning petitions requesting a specific use permit in an existing building, the petitioner is responsible for posting at least one zoning sign on the window or wall of the lease space.

SIGN MAINTENANCE STANDARDS

Maintenance of zoning notification signage must comply with the following standards:

- The petitioner is responsible for maintaining all zoning notification signage on the subject property throughout the zoning petition process. The City of Plano is not responsible for monitoring the required zoning notification signage. Should the City of Plano discover through routine duties related to other aspects of their daily functions that the signage is not being maintained, the City of Plano will contact the applicant. Within five days of contact, the petitioner must submit an affidavit certifying that the petitioner has corrected the posting and that the intent of the posting requirement was met. Failure to maintain the sign during the process will not result in the postponement of the zoning petition consideration as long as the petitioner attempted to replace damaged or missing signage upon notification.
- The petitioner must furnish an affidavit, including date-stamped photographs of each side of the posted sign(s), to the City of Plano Planning Department by 12:00 p.m. (noon) two weeks prior to the scheduled City Council meeting date, certifying that the required sign was maintained on the subject property in a manner consistent with the requirements contained herein prior to City Council holding a public hearing to consider the petition.
- The petitioner is responsible for removing zoning notification signage within two weeks of final action by the City of Plano.

SIGN CRITERIA

Signs must be:

- Two-sided wooden or opaque coroplast signs;
- Installed on wooden posts;
- Designed with lettering on both sides of the sign with colors as illustrated on Page 4; and
- Located on each street frontage and placed perpendicular to the street as illustrated on Page 4.

